

# From the Office of Clinical Informatics Enterprise Imaging Using the Collaborator Tool

June 19, 2023

The Collaborator is a tool within Enterprise Imaging that can be used for communication between the Radiologist or other providers and the Imaging staff.

## Locating the Collaborator

- <u>STEP 1</u>: Locate the **Collaborator** in **Tools**.
- File List area
   Tools Help

   Audio wizard...
   Audio wizard...

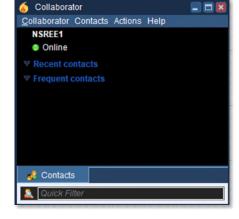
   Initial training...
   Initial training...

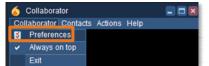
   Started tasks (
   Options
- **<u>STEP 2</u>**: Select **Collaborator tool**.
  - The **Collaborator** opens.

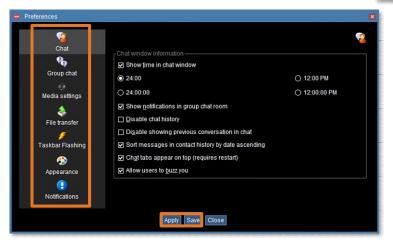
## **Customizing the Collaborator**

#### **<u>STEP 1</u>**: Click **Collaborator**.

- Select Preferences to customize the Collaborator.
  - Click the options in the left menu to set preferences for each of the features.
  - Click **Apply**, then **Save** to keep the new preferences.







- Unselect **Always on top** IF the Collaborator is not always wanted on the top.
- Click **Exit** to leave the Collaborator.

#### Adding Contacts

- **<u>STEP 1</u>**: Click **Contacts**.
- **STEP 2:** Click **Add Contacts**.
  - Enter the **Username**.
  - Select the **Username** from the dropdown list that displays.

6 Collaborator				
Collaborator	Contacts		Actions	Help
NSREE1	4	Add	contact	
Online		Add	contact g	group
W Recent co	*	Show empty groups		
T Frequent	*	Sho	w offline	users

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- Select the Group the user should be added to using the Group dropdown.
- Click **Add**.
  - The user is added to **Contacted before** and the selected Group.

# Create a New Group

- **<u>STEP 1</u>**: Click **New** to the right of Group.
  - Enter **new group name**.
  - Click **OK**.

### OR

- **<u>STEP 1</u>**: Click **Contacts** and select **Add contact group**.
  - Enter Name of the group.
  - Click **OK**.



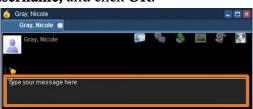


- **<u>STEP 1</u>**: Locate the user in the appropriate group.
- **<u>STEP 2</u>**: **Option 1**: Double-click the user's name in a Group.

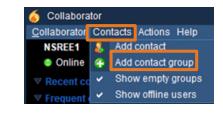
Option 2: Click Actions and select Start a chat, enter the username, and click OK.

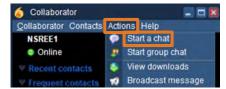
- The Chat window opens.
- Type the message.
- Select **Enter** on the keyboard.













Add contact add contact

Add a user to your contact list

Hover over the Agfa link on the Toolbar at the bottom of the screen to reopen the Collaborator.

## **Additional Chat Window Functionality**

- > Click 🚺 to view information about the user.
  - Work email, and phone contact numbers display.
- > Click to invite to group chat.
- > Click to send files to this user.
- > Click is to capture and send anything on the screen to the user.
- > Click to view conversation history.
- > Click bo to get the users attention.

NOTE: The bell **NOT** should NOT be routinely used.



For questions regarding process and/or policies, please contact your unit's Clinical Educator or Clinical Informaticist. For any other questions please contact the Customer Support Center at: 207-973-7728 or 1-888-827-7728.